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# **WinPLUS User's Guide**

## **Version 2.5**

**Guide for reporting data for the Public Libraries Survey, FY 2003  
Using the Windows Public Library Universe System Software**

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**National Center for Education Statistics**

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## 1 INTRODUCTION

### 1.1 Background of the Federal-State Cooperative System (FSCS) for Public Library Data

The U. S. Department of Education's National Center for Education Statistics (NCES) is the primary federal entity for the collection, analysis, and reporting of educational statistics in the United States. In 1985, a pilot project to collect public library data from 15 of 50 states was developed cooperatively by NCES and the American Library Association (ALA) and jointly funded by NCES and the U.S. Department of Education's Library Programs office (LP). The resulting report recommended expansion to all 50 states and the District of Columbia. A task force was formed, with the goal of developing a comprehensive national system of data on the status of public libraries in the United States. Congressional authorization to collect the data was included in the Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (PL 100–297), section 406, subparts a to g, which mandated the development and support of a voluntary Federal-State Cooperative System (FSCS) for the annual national collection and dissemination of public library data. NCES is currently authorized to collect these data under the Education Sciences Reform Act of 2002.

Under the current FSCS, State Data Coordinators appointed by the Chief Officers of State Library Agencies (COSLA) submit data for NCES's annual "Public Libraries Survey" for the universe of over 9,000 public libraries in the 50 States, the District of Columbia, and the outlying areas. NCES releases an annual data file (the only national database on public libraries) and survey report based on the survey. Federal, state and local officials, as well as professional associations, researchers, educators, and local practitioners use the information for planning, research, evaluation, and policymaking decisions. NCES works closely with the State Data Coordinators, COSLA, the National Commission on Libraries and Information Science (NCLIS), ALA, the Institute of Museum and Library Services (IMLS), and the U.S. Census Bureau (the data collection agent for NCES) in the design and conduct of the survey.

### 1.2 Reporting Data: Administrative Entities and Outlets

The Public Libraries Survey collects statistics on administrative entities and outlets.

The administrative entity is the legally established agency that provides library services to the population of a local jurisdiction. An administrative entity must operate one or more direct public library service outlets. The administrative entity's offices may be located in one of the outlets (e.g., a single-outlet central library or a branch of a decentralized multi-outlet operation) or in separate quarters (e.g., a suite in an office building, or an office adjacent to an independent bookmobile's garage). The data reported for each administrative entity are the combined data for all of its outlets. (See administrative entity data entry screens in section 5.5.2 or Appendix E to review the data elements.)

An outlet is a unit (i.e., central, branch, bookmobile, books-by-mail only) of an administrative entity that provides direct public library services. A single-outlet central library should not be confused with the administrative entity to which it belongs. Some separate data are reported for each outlet such as the outlet's name and address, telephone number, type of outlet, metropolitan status code, and square footage. (See outlet data entry screen in section 5.5.3 or Appendix F to review the data elements.)

### 1.3 Revisions to WinPLUS 2.5

**Import Process:**

The Import Specifications were revised due to survey changes. See Appendices B and C.

**Match Routine:**

The check for Geographic Code changes to Administrative Entities was eliminated.

**Administrative Entity Screen:**

Most data elements were renumbered.

Deleted Data Elements:

1. Fax Number of the Director
2. E-Mail Address of the Director
3. Materials in Electronic Format (replaced by Electronic Books, Databases, and Current Electronic Serial Subscriptions).
4. Operating Expenditures for Electronic Access (data now reported under Other Operating Expenditures)
5. Access to Electronic Services
6. Access to Internet
7. Internet Terminals Used by Staff Only

New Data Elements:

1. Legal Service Area Boundary Change
2. Print Materials Expenditures
3. Other Materials Expenditures
4. Capital Revenue
5. Electronic Books
6. Databases
7. Current Electronic Serial Subscriptions

Revised Data Element Names (former name shown after new name) and Other Revisions:

1. Print Materials (Book/Serial Volumes)
2. Current Print Serial Subscriptions (Subscriptions)
3. Local Government Revenue (Local Government Income)
4. State Government Revenue (State Government Income)
5. Federal Government Revenue (Federal Government Income)
6. Other Operating Revenue (Other Income)
7. Total Operating Revenue (Total Income)
8. Capital Expenditures (Capital Outlay)
9. Users of Electronic Resources per Typical Year (Users of Electronic Resources per Week)  
(The data are now reported as annual number instead of typical week number.)
10. Legal Basis Code:
  - 'LD' code = Library District ('SD' used last year)
  - 'SD' code = School District ('SC' used last year)



**Outlet Screen:**

Some data elements were renumbered.

**Edit Checks:**

1. New Current-Year edits were added, and the order of the edits was also modified. See Appendix G.
2. New Historical edits were added, and others were revised. See Appendix H.



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## 2 GETTING STARTED

### 2.1 WinPLUS Package Contents

The WinPLUS package includes this User's Guide and a cover letter.



The WinPLUS software and state data files are available as follows:

- as an Internet download (see section 2.5 for instructions), or
- on compact disc (CD) *only* if you are unable to download the software and state files via the Internet. Please contact Cynthia Ramsey or Laura Hudgins (PLS Census staff) at [govs.pls@census.gov](mailto:govs.pls@census.gov) for the CD version, if necessary.

The state database includes the following: (1) the previous year's administrative entity and outlet data, (2) the current-year templates for state characteristics data, administrative entity data, and outlet data, and (3) the historical tracking data for administrative entities and outlets.

### 2.2 Computer System Requirements

To function properly, WinPLUS *must* be installed on a personal computer running Windows 95, Windows 98, or Windows NT. If you are unsure of your system setup, please consult your local technical support staff, or contact the PLS Census staff at [govs.pls@census.gov](mailto:govs.pls@census.gov).

### Hardware Requirements

- IBM Compatible 32 bit Personal Computer running Windows 95/98 or Windows NT version 4.0 or higher (A Pentium is recommended.)
- 16 Meg of RAM (32 Meg recommended)
- An HP Series II or compatible laser printer
- VGA monitor or better

### Internet Requirements

- Access to the Internet for downloading/uploading
- Recent Browser (i.e., Internet Explorer or Netscape)
- FTP (File Transfer Protocol) capability

## 2.3 User Requirements

The WinPLUS software does not require an advanced level of personal computer expertise but does require the user to have a basic knowledge of how to use a personal computer running Windows.

## 2.4 Conventions for User's Guide and WinPLUS Screens

In the WinPLUS software, windows or boxes pop up on preexisting or blank screens. Typically, the window offers a list of items, such as libraries, for selection by scrolling. Use the PgUp or PgDn keys, or mouse and scroll bar, to move from one selection to another. WinPLUS highlights your current selection. Press Enter to finalize your current selection.

Scrolling options are used in windows to move the cursor as follows:

- <Tab> Accepts data that the user has just typed for the current data element and moves forward to the next data element.
- <Page Up> When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
- <Page Down> When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

## 2.5 Installing WinPLUS

The WinPLUS software may be downloaded from the Internet. (Note: The "Software Upgrade Installation" option is not available this year.)

### Download WinPLUS Software and the State Data File from the Internet

WinPLUS and your state data file are available from the Internet through the U.S. Census Bureau's World Wide Web (WWW) site and can be downloaded following the instructions below.

- Using a Web browser, point to <http://www.census.gov/govs/www/pls.html> address
- Download the software archive you need by clicking on the appropriate selection.
- If a file download box appears with a default "Save this program to disk" option highlighted, select the **OK** button. (This message is dependent on the type of Web browser.)
- When the "Save As" box appears, be sure to note the directory where the installation file will be saved and select the **Save** button.
- Page down to the "State Data Files" drop down list to select the state's data archive, and follow the "Save As" instructions above.
- If your Web browser gives you the option of a "binary" or "ASCII" download, choose "binary".
- If the browser asks whether to "Open it" or "Save to Disk", choose "Save to Disk".

Note: If you need assistance using the Internet, consult either your system manager or contact the PLS Census staff at (800) 451-6235 or at [govs.pls@census.gov](mailto:govs.pls@census.gov).

### Full Software Installation

First, **UNINSTALL** any version of WinPLUS as follows:

- Open the Control Panel (Start | Settings | Control Panel)
- Double-click the Add/Remove Programs icon
- Select WinPLUS from the list
- Click the Add/Remove button
- Click the Yes button to remove the old software
- Click the Remove None button when prompted about uninstalling shared files.

Note: Your local technical support staff can provide assistance with this.

### Installing the WinPLUS Software

**IMPORTANT**—If the computer is run on Windows NT or Windows 2000, the installer **MUST** have administrative rights. If you do not have administrative rights, have the WinPLUS software installed by your technical support staff. It is also a good idea to close all other applications before installing WinPLUS:

- From Windows Explorer, select the directory noted above that contains the software archive previously downloaded.
- Double-click on the filename, *winplus25install.exe*.
- Select the **Setup** button and the application will state *Copying files please stand by.*
- Once all files are copied, you will get a system message stating:  
*Welcome to the WinPLUS 2.5 Installation program. Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.*
- Choose **OK** to continue Setup.
- By default, "WinPLUS" Setup will install the software in **C:\PROGRAM FILES\WINPLUS**. You have the option to override this default directory, but it is recommended that you **DO NOT**. However, if you opt to change the default location, be sure to substitute that location for all **subsequent** references to **C:\Program Files\WinPLUS**.

- Click on the **Computer** button to install the “WinPLUS” software.
- A box will appear stating “Installing Data Access Components” while Microsoft Data Access Components 2.1 are automatically installed.
- Once the Data Access Components are installed, you will return to the WinPLUS 2.5 setup.
- You may get one or more Version Conflict boxes stating: *A file being copied is older than the file currently on your system. It is recommended that you keep your existing file...etc., etc. Do you want to keep this file?* **ALWAYS respond YES to this question.**
- Eventually you will get “WinPLUS 2.5 setup was completed successfully.”
- Choose **Ok**.
- Proceed to ‘Extract the state data file’ instructions below before using WinPLUS.

### Extract the State Data File

- From Windows Explorer, select the directory containing the previously downloaded state archive.
- Double click on *winplusstmdb.exe* (where “**st**” is your 2-character state abbreviation).
- Change the destination of the *Unzip To Folder* to the directory you will want your state data file to reside.
- Select the Unzip button.
- The state data file, **fscs\_ST\_FY2003.mdb** will be automatically extracted.

This completes the installation of the WinPLUS 2.5 System. The self-extracting archives (i.e., *winplus25install.exe* and *winplusstmdb.exe*) are no longer needed and may be deleted to save space.

## 3 OVERVIEW OF WinPLUS

### 3.1 WinPLUS Sequence

In general, WinPLUS uses the following sequence:

1. Data entry, either by importing the data from an external file (using WinPLUS Main Menu option 'Import'), or by keyboard data entry (via WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'). For more information, see section 5.2—Import and section 5.5—View/Update Administrative Entity or Outlet Records.
2. Review of edit checks and other reports (discussed in detail in sections 5.4, 5.8, 5.9, and 5.10) using the following tools:
  - The 'Edit Checks (Current-Year and Historical)' option on the WinPLUS Main Menu generates a complete edit report for all libraries. A single-library edit report can be generated from the Main Menu option 'View/Update Administrative Entity or Outlet Records'.
  - The 'Report of Mismatched Records' and 'Create Tables and State Summary Data' options on the WinPLUS Main Menu, which generate a list of unmatched records, single library tables, state tables, and state summary data.
3. Submission of your final data. The instructions for a complete data submission are provided in section 6—Prepare File for Submission.

#### FSCS ID#

Administrative entities have unique FSCS ID #s that conform to the XX#### numbering scheme, where XX is the two-letter State abbreviation and #### is a WinPLUS-generated number. Outlets are given the same FSCS ID# as their 'parent' administrative entity, plus a unique 3-digit suffix identifying the outlet. Identifying information on administrative entities is included on the administrative entity file and the outlet file.

### 3.2 Historical Tracking

An historical tracking feature records name, location, and structure changes to administrative entities and outlets. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets (for full list of possible changes, see structure changes menu in section 5.6.1—Administrative Entity Structure Changes and section 5.7.1—Outlet Structure Changes).

If records are imported into WinPLUS, structure changes are made during the match process if needed. If name or address changes are entered via the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records', the user will be prompted to make any structure changes via the Main Menu options 'Administrative Entity Structure Changes' or 'Outlet Structure Changes'.

### 3.3 Valid Entries Only

Invalid entries are not permitted during data entry. WinPLUS software uses a -2 to indicate a data field that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "We have none of this item" for numeric data (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only</u> : <ul style="list-style-type: none"><li>• Phone (use only if library has no phone)</li><li>• Web Address (use only if library has no Web Address)</li><li>• Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)</li></ul>
Any positive number for numeric data elements	Enter the appropriate numeric data.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

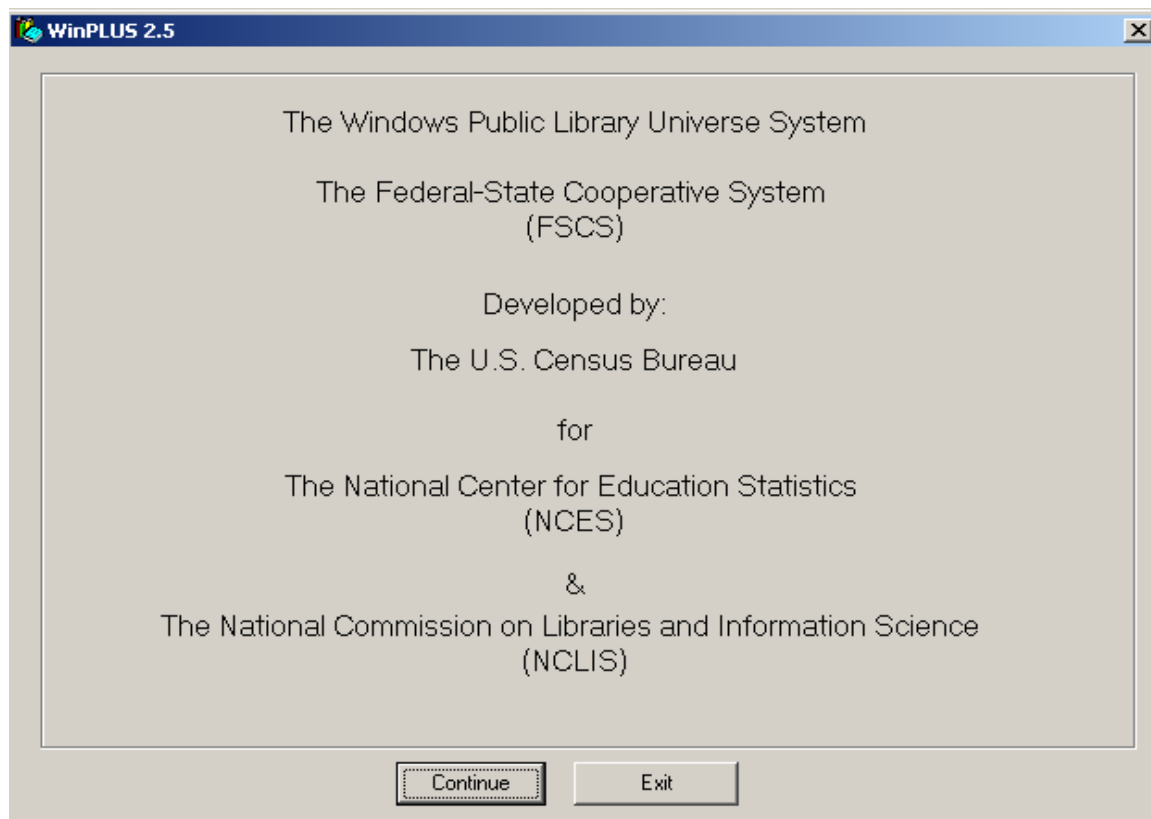


## 4 STARTING WinPLUS

To start WinPLUS, click the 'Start' button in Windows, then 'Programs', and choose WinPLUS.

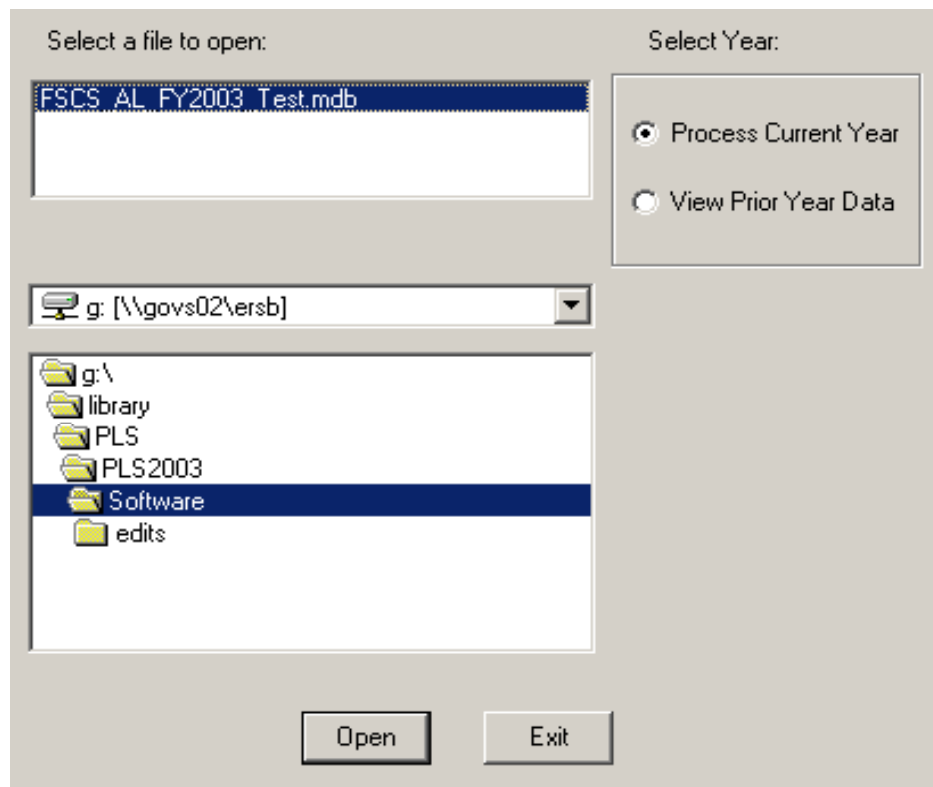
### 4.1 Introductory Screen

WinPLUS greets the user with the following introductory screen. Choose 'Continue' to go to the next screen. 'Exit' will close WinPLUS.



## 4.2 Select Data File

A screen appears that lists your state file (**fscs\_XX\_FYZZZZ.mdb**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2003 for the current data collection). The user can select **Process Current Year** or **View Prior Year Data**. Normally you would select the current-year file. After selecting the file, choose 'Open' to continue or "Exit" to return to the WinPLUS Main Menu.



### Current-Year File (Fiscal Year 2003 Reporting Period)

The current-year file is a 'template' file that contains records for administrative entities for all public libraries in your state. The template file contains prior-year data (i.e., fiscal year 2002 data) for items 1 through 18 because this information is not expected to change annually. The user should update any data that has changed. The remaining items (i.e., 19 through 62) have -2s in the data cells, and the user should provide data for fiscal year 2003 for these items.

### Data File Names

WinPLUS administrative entity files are part of the state database (**fscs\_XX\_FYZZZZ.mdb**). In this manual, file names will commonly use 'XX' to represent the two-letter state abbreviation. Substitute your state abbreviation for XX, such as 'AL' for Alabama.

### 4.3 State Characteristics Data

When the user selects the current-year data file, WinPLUS automatically displays the State Characteristics data entry screen. (See Appendix D—State Characteristics Data Element Definitions). WinPLUS automatically displays your state's name (Alabama in this example) and the FSCS Submission Year (the year in which the data are submitted to NCES). **The user enters data for Reporting Period Starting Date, Reporting Period Ending Date, Official State Total Population Estimate, and Total Unduplicated Population of Legal Service Areas.**

WinPLUS 2.5 - State Characteristics   Alabama   FY-2003

Alabama State Characteristics  
FSCS Submission Year 2004

01 Reporting Period Starting Date (MM/YYYY):	10/2002
02 Reporting Period Ending Date (MM/YYYY):	09/2003
03 Official State Total Population Estimate:	4,447,100
04 Total Unduplicated Population of Legal Service Areas:	4,447,100

Continue   Exit

The cursor is on the **highlighted** data entry field for data element 01—Reporting Period Starting Date. ***The Reporting Period for this data submission is fiscal year 2002–2003.*** Enter the data and then press the Tab or ENTER key to go to the next item. The data are automatically saved in the database when you select the 'Continue' button, and the next screen, the WinPLUS Main Menu, is then displayed.

